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AN OCCUPATIONAL PROFILE

OF

EDUCATIONAL EMPLOYMENT

IN

MASSACHUSETTS

1979

REPORT NUMBER 12

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INTRODUCTION

The results of this survey and a soon to be published survey of Hospitals, give us a nearly complete occupational profile of all nonagricultural covered employment.

This information is now being used in constructing an industry-occupation matrix and will be used as a data base for projecting future manpower requirements. This program which was started in the early 1970's, is now meeting the needs of economists, employment specialists, educators, and planners.

With the passage of proposition 2½ in Massachusetts, the data contained in this publication and in a recently published profile of employment in State and Local Government, become most important. The users of these data should be aware that they are estimates, and that both sampling and non-sampling errors may exist. Because of the excellent response to this survey the errors should be at a minimum.

We will continue to update the results of these and other surveys on a triennial basis.

THE MAJOR OCCUPATIONAL CATEGORIES USED IN THE
OCCUPATIONAL EMPLOYMENT STATISTICS SURVEY

DESCRIPTION

MANAGERS AND OFFICERS

Includes persons concerned with policy making, planning, organizing, staffing, directing and/or who directly supervise the activities of the company or establishment workforce. Includes only managers and officers who are exempt from the minimum wage and overtime provisions of the Fair Labor Standard Act.

PROFESSIONAL OCCUPATIONS

Includes persons concerned with the theoretical or practical aspects of such fields as science, engineering, technical work, art, education, medicine, law and business relations. Most of these occupations require substantial educational preparation, usually at the university level.

TECHNICAL OCCUPATIONS

Includes all persons actually engaged in technical work utilizing theoretical knowledge of fundamental scientific, engineering, mathematical, computer programming, or draft design principles, comparable to those acquired through study at institutions with less extensive training than 4-year colleges.

SERVICE WORKERS

Includes those workers in occupations concerned with the performance of services for persons that require either direct contact or close association with the individual; occupations concerned with the protection of individuals or public or private property; occupations concerned with preparing and serving food and beverages; and occupations related to the cleaning of the interior and equipment of buildings, offices, stores, and similar places.

PRODUCTION AND MAINTENANCE WORKERS

Includes all skilled, semiskilled, and unskilled workers performing machine and manual tasks involving operating, maintenance, construction, repair, material handling, and powerplant operations.

The Major Occupational Categories (continued)

DESCRIPTION

CLERICAL OCCUPATIONS

Includes office and plant clerical personnel. Office clerical work involves preparing, transcribing, transferring, systematizing, and preserving communications and records; collating accounts and distributing information. Plant clerical work involves planning, coordinating, or expediting of production and the flow of work; or the clerical aspects of receiving, storing, issuing, or shipping of materials, merchandise, supplies, or equipment.

SALES OCCUPATIONS

Includes persons concerned wholly or primarily with selling when knowledge of the goods or services sold is required, such as sales agents, sales clerks, real estate agents, demonstrators, etc.

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MAJOR OCCUPATIONAL CATEGORIES

Occupational Category	Colleges And Universities		Public Schools		Private Schools	
	Employ.	Percent	Employ.	Percent	Employ.	Percent
Management	7,600	10.9	5,880	4.1	700	5.5
Professionals	36,540	52.3	90,720	63.0	8,000	63.3
Technical	2,430	3.5	160	0.1	20	0.1
Service	7,120	10.2	24,670	17.1	2,090	16.6
Maintenance and Production	2,960	4.2	1,570	1.1	450	3.5
Clerical	13,190	18.2	21,010	14.6	1,380	10.9
Sales	50	0.1	NA		NA	
TOTAL	69,890	100.0	144,010	100.0	12,640	100.0

As expected, the professional category dominated the staffing pattern of the educational institutions surveyed. Teaching occupations accounted for more than eighty percent of this category.

The management category had a range from 10.9 percent of employment in colleges and universities to a low of 4.1 percent in public schools. The 4.1 percent in public schools seems to dispel the belief that these systems are overladen with administrators. A previous survey of service type industries showed that nearly 12 percent of employment consisted of Managers and Officers, and a Local Government survey indicated 6.7 percent in this classification.

Janitors, Porters and Cleaners, and occupations relating to cafeterias accounted for 98 percent of employment in the service category.

In public schools teacher's aides dominated the clerical occupations, while in colleges and universities secretaries accounted for most employment in this category.

OCCUPATIONAL EMPLOYMENT FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

APRIL 1979

OCCUPATION	EMPLOYMENT	
	Number 1/	Percent
Management	5,880	4.08
Superintendent	890	0.62
Principal	2,220	1.54
Assistant Principal	1,380	0.96
All Other Managers	1,380	0.96
Professionals	90,720	63.00
Secondary School Teacher	41,000	28.50
Elementary/Preschool Teacher	36,390	23.30
Education/Vocational Counselor	2,820	1.96
Librarian, Professional	1,210	0.84
Nurse/Professional	1,120	0.78
Curriculum Specialist	980	0.68
Adult School Teacher Nonvocationsl	980	0.68
Adult School Teacher Vocational	940	0.65
Speech and Hearing Clinicians	940	0.65
Case Worker	810	0.56
Psychologist	390	0.27
All Other Teachers	2,710	1.90
All Other Professionals	450	0.31
Technical Workers	160	0.11
Service Workers	24,670	17.10
Janitors, Porters and Cleaners	9,780	6.80
Kitchen Helpers	6,440	4.50
Cook Institutions	3,360	2.30
Counter Attendant, Cafeteria	2,740	1.90
School Monitor	1,660	1.20
All Other Service Workers	710	0.49
Maintenance and Production Workers	1,570	1.10
Bus Drivers	710	0.49
Maintenance Repairer, General Utility	590	0.41
All Other Maintenance	270	0.19
Clerical Workers	21,010	14.60
Teacher Aide	12,100	8.40
General Office Clerk	4,260	3.00
Secretary	3,590	2.50
Bookkeeper	580	0.40
All Other Clerical Workers	490	0.34
TOTAL	144,010	100.00

1/ May not add due to rounding

OCCUPATIONAL PROFILE FOR PRIVATE ELEMENTARY AND SECONDARY SCHOOLS

APRIL 1979

OCCUPATION	EMPLOYMENT	
	Number 1/	Percent
Management	700	5.50
Principal	240	1.90
Assistant Principal	170	1.30
All Other Managers	290	2.30
Professionals	8,000	63.30
Secondary School Teachers	4,390	34.80
Elementary/Preschool Teachers	2,720	21.50
Librarian, Professional	310	2.50
Nurse Professional	170	1.30
Education/Vocational Councelor	140	1.10
Caseworker	80	0.66
All Other Professional Workers	180	1.40
Technical Workers	20	0.14
Service Workers	2,090	16.60
Janitors, Porters, and Cleaners	980	7.80
Child-Care Workers	310	2.50
Counter Attendant, Cafeteria	300	2.40
Kitchen Helper	210	1.70
Cook, Institution	160	1.30
All Other Service Workers	130	1.00
Maintenance and Production Workers	450	3.50
Maintenance Repairer, General Utility	270	2.10
Gardeners and Groundskeepers	170	1.30
All Other Maintenance	10	0.07
Clerical Workers	1,380	10.90
Secretary	500	4.00
General Clerk, Office	330	2.60
Teacher Aide	220	1.70
Bookkeeper, Hand	150	1.20
All Other Clerical Workers	180	1.40
TOTAL	12,625	100.00

1/ May not add due to rounding

OCCUPATIONAL EMPLOYMENT FOR COLLEGES, UNIVERSITIES, PROFESSIONAL SCHOOLS, JUNIOR COLLEGES AND TECHNICAL SCHOOLS

APRIL 1979

OCCUPATION	EMPLOYMENT	
	Number 1/	Percent
Management	7,600	10.90
Professional Workers	36,540	52.30
Professor	5,670	8.10
Lecturer	5,440	7.80
Graduate Assistant	5,210	7.50
Associate Professor	5,160	7.40
Assistant	5,120	7.30
Teacher/Instructor, Post Secondary	2,520	3.60
Librarian, Professional	690	1.00
Physicist	620	0.90
Biological Scientist	580	0.80
Accountant	440	0.60
Chemist	410	0.60
Nurse, Professional	380	0.50
All Other Teachers	820	1.20
All Other Professional Workers	3,480	5.00
Technical Workers	2,430	3.50
Science Technician	1,580	2.30
Technical Assistant Library	340	0.50
All Other Technical Workers	520	0.70
Service Workers	7,120	10.20
Janitors, Porters, and Cleaners	4,130	5.90
Guards and Doorkeepers	870	1.20
Cook, Institution	560	0.80
Counter Attendant, Cafeteria	360	0.50
All Other Food Service Workers	660	1.00
All Other Service Workers	550	0.80
Maintenance and Production Workers	2,960	4.23
Maintenance Repairer, General Utility	830	1.20
Gardeners and Groundskeepers	480	0.70
All Other Maintenance and Production Workers	1,660	2.40

OCCUPATIONAL EMPLOYMENT FOR COLLEGES, UNIVERSITIES, PROFESSIONAL SCHOOLS, JUNIOR COLLEGES AND TECHNICAL SCHOOLS (con't.)

APRIL 1979

OCCUPATION	EMPLOYMENT	
	Number 1/	Percent
Clerical Workers	13,190	18.90
Secretary	3,980	5.70
General Clerk, Office	2,520	3.60
Typist	1,140	1.60
Library Assistant	930	1.30
Clerical Supervisor	680	1.00
Stenographer	660	1.00
Accounting Clerk	480	0.70
All Other Clerical Workers	2,800	4.00
Sales Workers	50	0.07
TOTAL	69,880	100.00

1/ May not add due to rounding